

May 12, 2014
BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA

Y14-809-SB / ADDENDUM #1
ORANGE COUNTY CONVENTION CENTER (OCCC) MARKET FEASIBILITY STUDY
AND CAMPUS MASTER PLAN PROGRAM

Proposal Due Date: May 20, 2014 at 2:00 P.M.

This addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Underlining indicates additions, deletions are indicated by ~~strikethrough~~.

- A. The Proposal Due Date remains May 20, 2014 at 2:00 P.M.
- B. The following are responses/clarifications to questions:

1. **Question** - Regarding inclusion of the market study scope together with the scope for the Campus Master Plan. While I agree with the County's assertion that these scopes are related and that they need to be accomplished simultaneously, placing the market study consultant as a sub-consultant to the prime firm conducting the planning has a detrimental impact on the fee available to MWBE sub-consulting firms since there are no available MWBE consultants that can meet the requirement for category and it represents such a large portion of the total scope. Is there a better approach? We recently went through a design-build procurement process where the government client required us to identify our partner, but contracted separately. The same approach here could alleviate this concern.

Response – The RFP structure shall remain the same. Please refer to the Minority/Women Owned Business Enterprise provision of the RFP for information on MWBE participation.

2. **Question** - Please provide the criteria for awarding the location points.

Response – Points are awarded as follows:

5 Points

90-100% of the total dollar amount of all work will be performed by prime consultant and sub-consultants with staff permanently assigned to their firm's offices located in Orange and/or Seminole Counties.

4 Points

90-100% of the total dollar amount of all work will be performed by prime consultant and sub-consultants with staff permanently assigned to their firm's offices located in the following counties, either singularly or in combination: Orange, Seminole, Lake, Volusia, Brevard, Osceola and Polk.

NOTE: This is exclusive of the percentages that warrant 5 points for work in Orange and/or Seminole as described above.

3 Points

80-89% of the total dollar amount of all work will be performed by prime consultant and sub-consultants with staff permanently assigned to their firm's offices located in Orange and/or the following counties: Seminole, Lake, Volusia, Brevard, Osceola and Polk.

2 Points

50-79% of the total dollar amount of all work will be performed by prime consultant and sub-consultants with staff permanently assigned to their firm's offices located in Orange and/or the following counties: Seminole, Lake, Volusia, Brevard, Osceola and Polk.

1 Point

The total dollar amount of all work to be performed by prime consultant and sub-consultants does not fall within the categories stated above, but 50% of the work will be performed by prime consultant and sub-consultants with staff permanently assigned to their firm's offices located in the State of Florida.

0 Points

Work to be performed does not fall within any of the categories listed above.

NOTE: Responses will require additional considerations to be addressed per the additional forms included in the RFP.

3. Question: Is the prime consultant or any of its sub-consultants precluded from going after the design and construction portion of the project?

Response – No.

4. Question – For the prime firm, does Orange County distinguish between the designation “in association with”(an unincorporated association between two firms for the purposes of a project) versus a separately formed legal entity joint venture or a sole prime consultant in the awarding of points?

Response – The firm proposing on the project must be a legal entity.

5. Question – What is the definition of a project manager as it pertains to the RFP and project referenced in the subject line.

Response – The Project Manager is defined as the individual who managed the administrative elements of the project, was the primary point of contact for the client, and directed the production of the work products.

In addition, the Project Manager must be currently employed by the Prime Consultant, and must be either a Professional AICP Certified Planner or a Professional Licensed Architect.

- C. All other terms and conditions of the RFP remain the same.

The Proposer shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the proposal.

Receipt acknowledged by:

Authorized Signature

Date Signed

Title

Name of Firm